

**CITY OF NEWTON
PURCHASING DEPARTMENT**

CONTRACT FOR NEWTON PUBLIC SCHOOLS

**PROJECT MANUAL:
SURPLUS OF FURNITURE & EQUIPMENT
FORMERLY USED AT NEWTON NORTH HIGH SCHOOL
*INVITATION FOR BID #11-07***

**JULY 2010
Setti D. Warren, Mayor**

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

purchasing@newtonma.gov

Fax (617) 796-1227

August 3, 2010

ADDENDUM #3

INVITATION FOR BID #11-07

SURPLUS FURNITURE & EQUIPMENT FORMERLY USED AT NEWTON NORTH HIGH SCHOOL

THIS ADDENDUM IS TO: **Change Times for Removal Procedure and Answer Questions from PreBid Meeting:**

TUESDAY, AUGUST 10, THROUGH FRIDAY, AUGUST 13, FROM 7:00 A.M. UNTIL 7:00 P.M. AND SATURDAY, AUGUST 14, FROM 8:00 A.M. UNTIL 7:00 P.M. TO REMOVE ITEMS.

Q1. Subject to Prevailing Wages?

A1. Yes

Q2. Will the contractor have access from the Hull Street entrance?

A2. Yes

Q3. Will there be tracker trailer access from the Lowell Street entrance?

A3. Yes

Q4. Are there loading docks available?

A4. Just the ramp area at the gym entrance.

Q5. Is certification of destruction required?

A5. Yes

Q6. Is there a penalty if surplus is not removed in time allotted?

A6. The successful bidder will bear the City's cost of removal of the remaining items.

Q7. Will there be a final total of list of items to be removed?

A7. No. The purpose of the walk-thru was to allow potential bidders to view all surplus items.

ATTACHED IS A FLOOR PLAN IDENTIFYING THE VARIOUS EXITS THAT MAY BE USED TO REMOVE THE SURPLUS ITEMS.

All other terms and conditions of this bid remain unchanged

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.



Maureen Lemieux

Interim Chief Procurement Officer

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

purchasing@newtonma.gov

Fax (617) 796-1227

July 28, 2010

ADDENDUM #2

INVITATION FOR BID #11-07

SURPLUS FURNITURE & EQUIPMENT FORMERLY USED AT NEWTON NORTH HIGH SCHOOL

THIS ADDENDUM IS TO: **Change the REMOVAL PROCEDURE to the following:**

**TUESDAY, AUGUST 10TH THROUGH FRIDAY, AUGUST 13TH, FROM 7:00 A.M. UNTIL
3:00 P.M. ONLY, ALLOWING SUFFICIENT TIME FOR CONTRACTOR TO REMOVE ITEMS
FROM OLD NEWTON NORTH HIGH SCHOOL.**

All other terms and conditions of this bid remain unchanged

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.



Maureen Lemieux
Interim Chief Procurement Officer

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

purchasing@newtonma.gov

Fax (617) 796-1227

July 26, 2010

ADDENDUM #1

INVITATION FOR BID #11-07

SURPLUS FURNITURE & EQUIPMENT FORMERLY USED AT NEWTON NORTH HIGH SCHOOL

THIS ADDENDUM IS TO: **Change the Invitation for Bid as follows:**

Change the PRE-BID conference at 10:00 a.m. on August 2, 2010 to a MANDATORY PRE-BID conference at 10:00 a.m. on August 2, 2010.

All other terms and conditions of this bid remain unchanged

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.



Maureen Lemieux
Interim Chief Procurement Officer

**CITY OF NEWTON
PURCHASING DEPARTMENT
CITY HALL, NEWTON CENTRE, MASSACHUSETTS 02459
(617) 796-1220**

INVITATION FOR BID NO. 11-07

SEALED BIDS on the original of this form shall be received at the office of the Chief Procurement Officer, City Hall, Room 204, Newton Centre, Massachusetts, 02459 **until 10:00 a.m., August 9, 2010** and at that time and place will be publicly opened and read.

CITY OF NEWTON
By: Maureen Lemieux

Interim Chief Procurement Officer

FAXED BIDS ARE NOT ACCEPTABLE AS LEGAL BIDS BY THE CITY OF NEWTON.

PRE-BID conference will be held on site at the old Newton North High School, 360 Lowell Avenue, Newtonville, MA in the gymnasium at: **10:00 a.m., August 2, 2010 via the Hull Street entrance ONLY.**

PLEASE DO NOT ATTEMPT TO PARK OR ENTER THE HIGH SCHOOL FROM ELM ROAD OR LOWELL AVENUE.

FOR SALE: The City of Newton has declared the following as SURPLUS to be **sold to the highest bidder** – see attached list of surplus furniture and equipment:

SURPLUS OF FURNITURE & EQUIPMENT FORMERLY USED AT NEWTON NORTH HIGH SCHOOL

All items to be sold “AS IS” “WHERE IS”, in accordance with Terms and Conditions and Specifications attached. The bid must be accompanied by a signed attestation form and non-collusion form, which is attached.

Removal of all property (entire content of list) must be performed on Friday, August 13, 2010 between the hours of 7:00 a.m. and 3:00 p.m. only. Failure to remove all items by deadline will result in forfeiture of remaining items and no refund of purchase price will be made.

Bid Surety is not required for this bid.

All bids are subject to the provisions of M.G.L. Chapter 30B.

All City of Newton bids are only available on the City’s web site, www.ci.newton.ma.us/bids Invitation for Bid. It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda’s will be available online within the original bid document as well as a separate file. If you download bids from the internet site and would like to make it known that your company has done so, you may email purchasing@newtonma.gov or fax to 617-796-1227 with your NAME, ADDRESS, PHONE, FAX AND INVITATION FOR BID NUMBER.

The City of Newton’s Purchasing Dept. converted to an email notification system of all upcoming public bids effective July 1, 2009. If you wish to receive notification of bids, please email us your company information to purchasing@newtonma.gov, otherwise you may view all City of Newton public bids online at www.ci.newton.ma.us/bids.

CITY EMPLOYEES MUST COMPLY WITH THE PROVISIONS OF G.L. 268A WHEN BIDDING THE FOLLOWING SURPLUS EQUIPMENT. THEY MUST ALSO FILE A DISCLOSURE WITH THE CITY CLERK’S OFFICE.

Award will be made to the responsible and responsive bidder for the entire content of items submitted on the attached list. Contents will not be divided into lots and may not be bid on individually.

This bid includes addenda number(s) , _____, _____, _____,

Total Bid Price \$_____

All items offered for sale as listed are to be sold on an “As Is”, “Where LOCATED” basis without warranty, guarantee or liability of any kind on the part of the City of Newton.

Bids are posted on-line at: www.ci.newton.ma.us/bids.

The City of Newton reserves the right to waive any informalities in any or all bids, or to reject any or all bids, if it be in the public interest to do so.

BIDDER: _____

COMPANY _____

ADDRESS _____

CONTACT PERSON: _____ **TITLE:** _____

SIGNATURE: _____ **PHONE/FAX #'s:** _____

Terms, Conditions, and Specifications

1. **No informational technology equipment is available for sale.**
2. Award of the surplus goods will be made to the responsible and responsive bidder offering the highest price for the entire content of items on the attached list. There is no minimum bid. Contents **will not** be divided into lots and may not be bid on individually. The award will be made immediately following the bid opening. In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process such as flipping a coin or drawing names from a hat, which will occur at the end of the bid opening.
3. Removal of all property (entire content of list) must be performed on Friday, August 13, 2010 between the hours of 7:00 a.m. and 3:00 p.m. only. Failure to remove all items by deadline will result in forfeiture of remaining items and no refund of purchase price will be made.
4. Payment of bid amount by successful bidder must be by certified bank check made payable to "City of Newton." and must be delivered to City of Newton Interim Chief Procurement Officer no later than 10:00 a.m. on the day following the bid opening and the City's acceptance of bid.
5. Successful bidder will be required to submit to the City a certificate of insurance covering general liability for the removal. The City of Newton must be named as an additional insured on the certificate. The successful bidder must also submit evidence of workers compensation insurance and a certificate of vehicle liability insurance. The certificates of insurance and evidence of workers compensation insurance must be presented with payment no later than 10:00 a.m. on the day following the bid opening and City's acceptance of bid. Successful bidder will also be required to sign a tax attestation form pursuant to MGL c. 62C, § 49A..

The Contractor shall provide insurance coverage as listed below. This insurance shall be provided at the Contractor's expense and shall be in full force and effect until removal of all items is complete.

WORKER'S COMPENSATION

Worker's Compensation:	Per M.G.L. c.. 149, s. 34 and c.. 152 as amended.
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COMMERCIAL GENERAL LIABILITY

Personal Injury	\$500,000 each occurrence - \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence - \$1,000,000 aggregate

VEHICLE LIABILITY

Personal Injury	\$500,000 each person - \$1,000,000 aggregate
Property Damage	\$300,000

The City shall be named as additional insureds on the Contractor's Liability Policies.

6. The bid must be accompanied by a signed attestation form and non-collusion form, which is attached.
7. The City of Newton retains the right to reject any and all bids and to cancel the invitation for bid.
8. Access to the site will be via the driveway (loading area) on Lowell Ave. near Hull St., and is accessible by a truck the size of a tractor trailer.
9. No city personnel will be available to assist with moving the property.
10. All items offered for sale as listed are to be sold on an "AS IS", and "WHERE LOCATED" basis without warranty, guarantee or liability of any kind of the part of the City of Newton.

ATTESTATION

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersign's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual
or Corporate Contractor (Mandatory)

*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

*** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.

CERTIFICATE OF NON-COLLUSION

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

(Signature of individual submitting bid or proposal)

(Name of Business)

Date: _____

Item	Qty	Wide	Deep	High	Comments
Study carrel - 6-wide, wood-look/silver	4	210	25	45.5	Good
Cart - TV	1				Good
Cart- metal or plastic	18				Good
Folding chair	8				Good
Desk	3				Good
Vertical file - 7 box drawers, black	1	19	28.5	52	Good
Vertical file - BBFF, gray	2	15	28.5	40.5	Good
Mobile file drawer with shelf - off-white	1	13.5	17.5	27.5	Good
Mobile tackboard	2				Good
Magazine display	4	42	18.5	60	Good
Cubby unit - 4 unit	1	34.5	17	34.5	Good
Magazine rack - light wood	1	43	7.5	48	Good
Safe - medium, gray	1	23	30	41	Good
Magazine display - beige metal	1	42	18.5	60	Good
Play stove - light wood	1				Good
Play loft - wood, painted blue	1				Good
Cubby unit - wood, 16 unit	1				Good
Triple riser - older, various sizes	4				Good
Triple riser - older, various sizes	2				Good
Library shelving - single	8	71.5	24	90	Good
Library shelving - double face, sand	8	71.5	24	90	Good
Industrial shelving - olive green metal	1	36	18	73	Good
Industrial shelving - sage green metal	1	38	12	84	Good
Mobile shelving	1				Good
Student stool	10				Good
Locker unit	2				Good
Storage cab - metal	5	36	18	42	Good
Cassette storage unit - 39 drawers, sand	1	50	12	48	Good
Student shop desk - seats three, light wood	1	144	30	31	Good
Table - pedestal, wood-look laminate	3	48		29.5	Good
Table - wood-look/black/chrome	4	72	36	30	Good
Table - wood-look/black/chrome	3	72	36	30	Good
Table - beige laminate/beige	1	60	30	29	Good
Folding table on casters - square, wood-look	1	48	48	29	Good
Table - light wood-look lam/chrome	1	54	24	28adj	Good
Table - folding	2	60	29	30	Good
Table - small end	3				Good
Table - Round	3				Good
Table - trapezoid	2	58	26	29	Good
Table - wood-look	5	72	36	30	Good

Desk - single pedestal	4				Good
Desk - L-shaped double ped	6	104	69.5	68	Good
Desk - double ped	6	60	30	29.5	Good
Workstation table	1				poor condition
Workbench w/storage	3				doors do not close
Workbench table	2				poor condition
Workbench - metal	1				rusted
Work tables	6				very poor condition
wooden top student desk	2				poor condition
Wooden teacher chair	1				poor condition
wooden student tablet arm desk	75				poor condition
Wooden stool	2				poor condition
wooden cubbies	1				poor condition
wooden classroom chair	2				poor condition
Wooden chair	5				poor condition
Wooden bench	1				poor condition
Wood Cabinet	2				poor condition
Wood bookcase, double	1				poor condition, bowed shelves
Wicker chair	6				poor condition
Wheel Chair	1				rust
Waiting area sofa - black vinyl	2				does not pass code
Vertical file- 2 file	10				water damage very poor condition
Vertical file - BBFFF	6				poor condition
Vertical file - 5 hi	12				poor condition
Vertical file - 4 hi	152				poor condition
Vertical file - 3 hi	22				poor condition
Vertical file - 2-hi	124				poor condition
Vertical BFF with safe	2				water damage very poor condition
Vertical BBFF	4				water damage very poor condition
various plastic chairs	98				poor condition
Utility Shelf	1				rust
Utility cart - stainless	4				broken shelves
U-shaped reception desk - modified	1				cut down panels, wood topper
Upholstered chair - beige vinyl	7				does not pass Cal 133
TV cart	2				black metal, slanted legs
Tuba stand - wood	1	101	30	33	old poor condition
Trophy Case -wood	1				old poor condition
Treatment table	4				poor condition
Teacher's desk - wood	59				poor condition
Teachers desk - single ped	15				black/gray drawers don't close
Teacher's Desk - double pedestal	13				poor condition
Teacher chair- vinyl	9				poor condition
Task Upholstered	42				poor condition
Task chair w/arms	13				poor condition
Task chair - wood	4				Poor condition
Task chair - vinyl	37				Poor condition

Task chair - upholstered	208				Poor condition/code
Task chair - plastic	22				Poor condition/code
Table - wood/particle board	22	42	30	36	2x4 base
Table - T-leg, wood-look/black	8	47.5	24	27 adj	- will NOT Move
Table - square, black leather lam/wood legs	5	47.5	47.5	29.5	will NOT move
Table - science top plastic	15				missing leg
Table - cafeteria w/ stools	8	60	30	30	Poor
Table - round	10				very poor condition
Table - pedestal, black lam/wood edge/black	9	51	30	29.5	- will NOT Move
Table - mobile, science top	5				black/wood base
Table - metal	13				rust
Table - lt wood	17				poor condition
Student tablet desk	202				poor condition
Student chair	59				poor condition/code
Storage Units	2				very poor condition
Storage credenza - wood	2				poor condition
Storage chest - glass hutch	1				white paint, poor condition
Storage cabinet	32				poor condition
Stools - metal/vinyl seat	33				poor condition/code
Stool wood	8				cracked
Stool - plastic seat	17				poor condition/code
Stool - metal	12				poor condition
Stacking chairs	20				poor condition
Stacking chairs - metal	11				poor condition
Sofa - vinyl upholstered	1				poor condition
Sofa - upholstered	3				poor condition
Sofa - two seat, blue/wood	4				poor condition
Sofa - vinyl	7				poor condition
Small table with wheels	1				poor condition
small round table	1				poor condition
Small metal cart	2				rust
Side chair - upholstered	35				poor condition
Side chair - vinyl	28				poor condition
short wooden coffee table	1				poor condition
Shelving units	32				poor condition
Sheet Music File	3				gray, poor condition
Science top	2				extremely old, bent legs
Science table	27				damaged gauged top
Rubbermaid kitchen cabinet	1				poor condition
Rotating book display	1				poor condition
Podium	5				poor condition
Play stove - light wood	1	23.5	12	27	NO
Play stove	1				covered in contact paper
Play sink - light wood	2	23	13	27	NO
Play refrigerator - light wood	1	19	15	38	NO

Play doll bed	1				poor condition
Pigeon hole mailboxes	1				poor condition
Percussion cart	1				very poor condition
Paper stand	1				bowed shelves- particle board
Paper sorter - wood	3				poor condition
Overhead shelf unit	1				light wood unusable missing shelves
Occasional table	6				poor condition
Nightstand	1				NO
Music shelves	1				poor condition
modern day world map	1				poor condition
Mobile tackboard/chalkboard	1				small amount of rust
Mobile tackboard	2				missing casters
Mobile science demo table	2				gauged top
Mobile planting cart	1				rust
Mobile FF ped - 2 hi	1				gray, one drawer does not work
Mobile cart small	4				very poor condition
Minifridge	1				poor condition
Mini TV's	2				poor condition
Microwave cart	1				poor condition
Metal stool w/back	1				poor condition
Metal Shelving Unit	1				very poor condition
Metal coat rack	1				poor condition
Medicine cabinet with overhead	1				very old rusty handle
Medicine cabinet	4				very poor condition
Media cart - tall, very old	2				poor condition
Mail sorter - wood	1	74	11	37	poor condition
Mail sorter	4				cardboard interior
Mail organizer - cardboard interior	4				cardboard interior
Mail center unit	1				cardboard interior
Magnavox record player	1				poor condition
Magazine rack	4				very old rusty handle
Lower medicine cabinet small	1				very old rusty handle
low tan filing cabinet	1				Locked
Lounge chair - vinyl	18				poor condition
Locker - 4 unit	5				poor condition rust
Light box	2				broken glass top
light blue plastic chairs	3				wobbly and missing bottom piece of legs
Library table - square, wood-look/silver	11	48	48	29	corners damaged
Library table - large, wood-look/silver	1	90	36	29	damaged
Library table - backsplash, wood-look/silver	2	36	24	29	missing backsplash, OK condition
Large wood cabinet with doors	1				poor condition
Large white frdge	1				poor condition
Large TV with stand	1				poor condition
Kitchen cart - wood	1				poor condition
Kitchen cabinet	1				missing handle damaged top

Industrial shelving - 3 unit wide, sage green	3				no back - can't be used
Industrial shelving - 2 unit wide, sage green	3				no back - can't be used
Industrial shelving	1				painted, not stable
Industrial shelves	2				rust
Hutch	1				missing handles - Personal
Graphic arts Storage	1				broken drawers/locks
Glass door cabinet	1				missing glass
Freestanding tackboard	1				poor condition
Food service cart	1				will need to replace
Folding Table - fixed ht	2				missing edgeband
Folding chair	21				poor condition
Flat files - wood	4				poor condition
Flat file - 5 drawers	1				gray metal
Flat file - 5 drawer	1				brown, poor condition
Flat file	1				rust
End table	1				poor condition
Drum stool - upholstered	1				does not pass Cal 133
Drafting table - green lam	3				poor condition
Drafting table	6				poor condition
Display case - glass/stainless steel	1	48	20	38	will NOT move
Display cabinet - glass	1				very old
Dining chair - vinyl	10				does not pass Cal 133
Desk - single pedestal	42				poor condition
Desk - L shaped w/ panels	12				Reinforced w/plywood, parts missing
Desk - double ped	21				poor condition
Desk - C-leg wood look	14				black/wood laminate
Cubby/Coat Rack	5				poor condition
Counter with storage	2				no lock
Couch	1				poor condition
Corner Shelf Unit	1				very rusty
Conference table	1				broken frame
Computer desk	24				Missing edge band, carved into
Coffee table - square cube	4				poor condition
Childs Table - wood	2				poor condition
Chest of drawers	6				poor condition
Chair - wood	18				poor condition
cart metal AV	6				poor condition
Card Catalog	1				poor condition missing handle
Canvas top clay tables - various	4				poor condition
Cafeteria chairs - metal	16				painted black
Café chair - white vinyl	6				poor condition
Cabinet w/counter top	1				very old poor condition
Cabinet - low, wood	1				falling apart
Storage cabinet	8				poor condition

Butcher block table	1				very poor condition
Bookcase	92				poor condition
Book truck - old wood	7				poor condition
Book display	1				poor condition
book case large stained wood	1				not suitable for reuse
Book cart	3				poor condition
Big Table 12' conference	1				good - missing 1 leg
Benches	13				poor condition
Artist easel	1				broken
Art Easel	2				cover in contact paper
Art desk	22				poor condition
Armchair - vinyl	27				poor condition/code
Arm chair- upholstered	24				poor condition/code
Arm chair - wood, library style	8				poor condition/code
Arm chair - brown upholstered	1				does not pass Code
Arm chair - gray vinyl	1				does not pass Code
Adirondack chair - plastic	1				does not pass Cal 133
3-shelf metal cart - high	4				poor condition
Refrigerators	5				poor condition
Microwave ovens	2				poor condition